

Maintenance Worker – Part-Time – 20 Hours per Week

Two Positions Available

(Approximately \$12.00 per hour)

General Definition of Work

Performs basic semi-skilled work maintaining and repairing Town grounds, buildings, and streets and related work as required. Work is generally performed under moderate supervision.

Essential Functions

The following functions are intended only as illustrations of various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs a variety of tasks to maintain Town grounds, including mowing grass, cutting down weeds, cutting down and trimming trees, and spreading mulch.
- Ensures Town buildings are maintained; cleans and paints buildings and performs minor roof, carpentry, electrical and plumbing repairs.
- Maintains Town streets; picks up litter and debris; cleans and repairs drainage systems, minor repairs of asphalt highways and concrete sidewalks, and removes snow.
- Installs, repairs, and replaces Town street signs.
- Operates various types of equipment; inspects and maintains equipment, and sends for maintenance and repair as needed.
- Responds to citizen's complaints related to primary job responsibilities.
- Performs related tasks as required.

Knowledge, Skills, and Ability

Some knowledge of the use of common hand and specialized power tools; some knowledge of the safe use, operation and preventive maintenance of equipment required in the work; skill in the use of equipment to which assigned; ability to perform labor for extended periods, often under unfavorable weather conditions; some experience in general labor; ability to understand and follow oral and written instructions; ability to comprehend basic policies and procedures of limited scope and difficulty; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED with certifications as designated in the Special Requirements section along with minimal experience, or the equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking, speaking, or hearing and using hands to finger, handle or feel, frequently standing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands or arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, color perception, and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating motor vehicles, or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequent exposure to wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places and exposure to fumes or airborne particles and occasionally requires exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to vibration, work is generally in a moderately noisy location (e.g. business office with keyboarding and/or computer printers, light traffic, etc.

Special Requirements

Applicants must possess an appropriate driver's license valid in the Commonwealth of Virginia.

Anyone interested in this position must submit a completed Town of Dumfries Employment Application to the Dumfries Town Manager no later than close of business Friday, June 7, 2013.